

**BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION**

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**DEGREE GRANTING INSTITUTIONS****Change of Mission, Purpose or Objectives  
Or Primary Method of Instruction****No Fee Required****FOR OFFICE USE ONLY**

Date Received:

Code:

SAIL application #:

**Instructions:** Submit this form for the proposed change(s) to the mission, purpose, or objectives of this institution, or change(s) to its primary method of instruction. Include the appropriate documentation, as required by the California Code of Regulations (see below.) A written determination will be made by the Bureau.

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**School Name****School Code**

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**Physical Address****Telephone Number**

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**City****State****Zip Code**

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**Mailing Address (if different)****Telephone Number**

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**City****State****Zip Code**

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**Website URL and E-mail Address (if applicable)**

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**Contact Person****Telephone Number**

**TITLE 5, CALIFORNIA CODE OF REGULATIONS  
DIVISION 7.5, PRIVATE POSTSECONDARY EDUCATION**

*The California Code of Regulations is available to view online at [www.oal.ca.gov](http://www.oal.ca.gov). Copies are also available from the Bureau. For more information, please contact the Bureau at (916) 445-3427.*

Section numbers in parentheses ( ) indicate regulations relating to out-of-state,  
degree-granting institutions.

"Council" in the following paragraphs refers to the Bureau.

**CHAPTER 2. ARTICLE 8. Section 71610 (72610). Processing of Application.**

- (a) Action by the Council shall not commence until a completed application and required fees have been submitted to the Council for its review.
- (b) Within 60 days after receipt of an application for a change of mission, purposes, or objectives or a change in the method of instruction, the Council shall notify the institution in writing that the application is complete and has been accepted for filing or that the application is not complete. If the application is not complete, the Council shall specify in the notice what additional information or documents are needed from the institution in order for the application to be deemed complete.
- (c) The Council shall consider an application to be complete if it appears that the institution has submitted all of the information, documents, and fees required by Section 71605.
- (d) Nothing in this article shall prevent the Council from requesting that the institution provide information, documents, or other evidence which the Council deems necessary for the evaluation of the institution's application or approval to operate.

**CHAPTER 2. ARTICLE 7. Section 71615 (72615). Decision on the Application.**

- (a) The Council shall approve the application if the proposed change would not cause the institution to fail to satisfy the minimum standards established in Section 94310(a) [94900(a)] of the Code and if no ground for denial exists under the Act or this chapter.
- (b) The Council shall make a decision on the merits within 90 days of receiving a complete application unless the Council extends the time for a period not to exceed 90 days to facilitate the work of a special committee, if any, impaneled to assist the Council's evaluation of the application or to examine information received after the filing of the complete application.

**SECTION 2. ARTICLE 8. Section 71605 (72605). Contents of Application.**

An application, signed by the institution's chief executive officer, should be submitted to the Council. The application shall contain all of the following:

- (a) The name, address, and telephone number of the institution.
- (b) A description of the proposed mission, purposes, or objectives or of the new method of instruction.
- (c) A detailed explanation of the reasons for the proposed change.
- (d) A description of the process used and the identity of the people involved in the decision to make the change.
- (e) A description of how the change affects students, administration, and the institution's financial resources.
- (f) If the proposed change would result in any change in existing faculty, facilities, library and learning resources, or student services, the institution shall provide the applicable information required by Sections 71250 through 71280, inclusive.
- (g) A description of how the effects of the change will be monitored and evaluated, including the process for determining whether the change achieves the anticipated results.
- (h) A description of how the institution will phase into the new mission, purposes, or objectives or the new method of instruction.
- (i) Any additional information as provided in Section 71340.
- (j) A certification of compliance as provided in Section 71370.

**CHAPTER 2. ARTICLE 2. Section 71340 (72340). Additional Information.**

- (a) The institution shall include in the application any material facts which have not otherwise been disclosed in the application that might reasonably affect the Council's decision to grant an approval to operate. In this context, a fact would be "material" if it would change the Council's decision concerning the institution's ability to comply with any applicable provisions of the Postsecondary Act.
- (b) The institution may also include in the application any other facts which the institution would like the Council to consider in deciding whether to grant an approval to operate.

(c) For the purposes of this section, a fact is "material" if, without its inclusion into the application, the information contained in the application would be false, misleading, or incomplete.

*Attach additional sheets for the appropriate signatures if necessary.*

Signature of Owner, or Chief Executive Officer and each owner of 10% or more stock, or if

If the institution is a nonprofit corporation: Signature of each member of the governing body of the Board of Directors.

*Attach additional sheets for the appropriate signatures if necessary.*

**Certification: "To the best of my knowledge, the institution and each signatory comply with all applicable laws regarding the operation of the institution.**

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct."**

**Signature**

**Title**

**Date**